

School Staff Meetings

Purpose/Background

The use of staff meetings involving school administration and the whole/entire staff can serve to enhance school operations. For the purposes of this administrative procedure, the term staff meeting shall refer to whole group meetings of the staff of a school.

Procedures

1. School Leaders/Administrators are encouraged to distribute information via electronic communication in an effort to streamline staff meeting content.
2. Staff meeting dates for the school year will be communicated to all teachers by September 15th. Additional staff meetings may be scheduled as necessary for emergent reasons.
3. Staff meetings are not to be scheduled on school nor individual professional learning days
4. Agendas will be provided two days in advance of the meeting date. School principal will solicit topics for the agenda from the school staff.
5. Staff meetings will be scheduled at least once per month
6. Staff meetings should not exceed 120 minutes over the month. No single meeting shall exceed 90 minutes.
7. Time present at staff meetings for teachers will be considered assignable time.
8. It is the expectation that all teachers are in attendance for staff meetings commensurate to their full-time equivalence (FTE) and in consideration of their schedule in consultation with their principal. All part-time teachers are invited to all meetings.
9. Support staff is welcome to attend all staff meetings. If directed to attend by administration, they will be compensated.
10. A written record of discussions shall be kept for all monthly staff meetings and be accessible to all staff members.
11. ATA reports can be shared immediately after the school staff meeting concludes. Time spent on ATA reports will not be considered assignable time.